



TOWN OF TOPSFIELD

Council on Aging

8 West Common Street, Topsfield, MA 01983

T: (978) 887-1523 F: (978) 887-1502 pburke@topsfeld-ma.gov

TOPSFIELD COA SEEKS BUS DRIVER

The Topsfield COA's Office seeks a Van Driver with Flexibility:

- Pay Grade 2: \$13.22-17.34
- Average shift is 4 hours/day; 1-3 days/week
- Flexible shifts begin as early as 8 AM and end no later than 12 AM.

Qualified candidates must be:

- Minimum qualifications include a high school diploma, a valid driver's license, a clean driving record, driving and customer service experience.
- Able to communicate well and calmly with senior population, staff and volunteers.
- Able to read, understand and follow trip instructions and driving directions.
- Able to complete vehicle inspection reports and daily bus logs and keep bus clean and fueled up.
- Able to learn how to operate a wheelchair lift.
- Candidate subject to review of driving record and CORI report.

To Apply: Complete the attached application & return to:

Paula Burke, COA Director
Topsfield COA Office
8 West Common St., Topsfield, MA 01983
pburke@topsfeld-ma.gov

Deadline: October 12, 2016 or until position is filled

For More Info: (978) 887-1523 or pburke@topsfeld-ma.gov



Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Preferred hours of employment:

☐ Mornings

☐ Afternoons

☐ Evenings

Please check all that apply, or write in your best time: _____

Do you speak any languages besides English? _____

Thank you for your interest! **Please submit your application no later than October 1, 2016.**

If you have any questions please contact:

Topsfield COA

8 West Common St.

Topsfield, MA 01983

M-Th: 8 AM-3PM & F: 9 AM-12 PM

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Email: pburke@topsfield-ma.gov